

(The Alberta Small Business Innovation and Research Initiative)

Note: This is a copy of the online application form and is provided as an aid to writing your application. This is NOT the application form and will not be accepted for review.

Part 1 Application Instructions

Completion of this Full Proposal (Stage 2) application is by invitation only, upon approval of an Expression of Interest.

If you've received an invitation to provide an Application, the form can be accessed through the [Alberta Innovates Applicant Portal](#). If your Application is approved, you will work with the Industry Partner to complete a Project Plan. Applicants and Industry Partners will be expected to execute an Investment Agreement with Alberta Innovates. You can see a pdf of the agreement (with and without a Challenge Sponsor) on our [Forms & Guidelines](#) webpage.

We advise that you write your answers in a Word document first so that you have an editable copy of your application responses which you can then paste into this form. A PDF of your application can be printed by clicking the "Create PDF" button on the "Summary" page (Step 5) at any time during the creation of the Application. It will be emailed to the email address that you provided during registration.

It is essential the Applicant Representative reads and understands the Alberta Small Business Innovation and Research Initiative Program Guide (the "[Guide](#)") before completing this Application.

Alberta Innovates will only provide copies of the Application and Project Plan, including any attachments, to the Applicant Representative.

All capitalized words or terms which are not defined within this Application have the respective meaning as set out in the Agreement. In this Application, the terms "**you**" and "**Applicant**" are used interchangeably. You can view a copy of our Agreement template on our website.

Text boxes within this form are simple text only and cannot accommodate images, graphs or tables. Such additional information can be attached in Step 4 with the Attachment type 'Other'. All questions must be answered within the text boxes provided. *Text boxes with only "see attached" will not be accepted.*

All Investment determinations made by Alberta Innovates (including declining an Investment) are final, non-appealable and binding on the Applicant and Industry Partner. Pursuant to executing a Letter of Interest, Alberta Innovates may provide certain information relating to the Challenge or the Industry Partner to the Challenge Sponsor, where applicable, for the purposes of the Challenge Sponsor determining whether they wish to fund the Challenge with Alberta Innovates. Any investment determination by the Challenge Sponsor is wholly within its sole discretion and Alberta Innovates assumes no liability for any determinations made, including the Challenge Sponsor declining to invest in the Challenge.

The Application will be reviewed by experts from any or all of Alberta Innovates, Challenge Sponsor, where applicable, the Industry Partner, and/or experts who are Arm's Length from those organizations. The review process will begin only after the complete Application, and all required supplemental information is received by Alberta Innovates. Incomplete Applications will not be considered or reviewed.

These experts will provide their recommendations to Alberta Innovates, and may also voluntarily provide constructive feedback meant for the Applicant. In the case of this Application, the recommendation will be to either invite the Applicant to submit a Project Plan, or to decline the Application. Alberta Innovates will

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make the final determination regarding approval of the Application and may at any time request an interview with the Applicant.

Alberta Innovates will use its reasonable commercial efforts to inform the Applicant of the determination made in respect of an Application within four (4) weeks after it is received. The full application process may take approximately sixteen (16) weeks. Any failure to inform the Applicant of the determination regarding the EOI, Application or Project Plan will not result in any obligation or liability of Alberta Innovates to the Applicant or any other interested party.

Alberta Innovates may also, in its sole and absolute discretion, forward to the Applicant the constructive feedback, but will not provide any information regarding an expert's personal information. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert's recommendation.

Alberta Innovates has the right, as determined in its sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.

If you require assistance in completing your Application, please email inbox_grants@albertainnovates.ca

The response time for section navigation will vary based on each user's bandwidth and network connection type (e.g. WiFi vs. "hard wire"). The site has been optimized for Microsoft Internet Explorer® (v9), Mozilla Firefox® (v30.0), Apple Safari® (v6), and Google Chrome® (v35).

Part 2 Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP")

Alberta Innovates is governed by FOIP. This means Alberta Innovates can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates in relation to a Project, when an access request is made by anyone in the general public.

In the event an access request is received by Alberta Innovates, exceptions to disclosure within FOIP may apply. If an exception to disclosure applies, certain information may be withheld from disclosure. Applicants are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at <http://www.servicealberta.ca/foip/>.

APPLICATION - BUSINESS READINESS (BY INVITATION ONLY)

STEP 1 – PROJECT TITLE

(Provided in Stage I) non-editable

STEP 2 – NON-CONFIDENTIAL ABSTRACT

(Provided in Stage I) non-editable

STEP 3 – APPLICANT AND PROJECT INFORMATION

Corporate and Ownership Structure

The objective of this section is to understand the current management and ownership structure (strengths/weaknesses) required to successfully commercialize this innovative solution.

Ownership Structure: An Ownership Structure Chart or table that clearly identifies the Corporate Ownership structure of your business down to the beneficial shareholder and up to the ultimate parent, must be attached in Step Four.

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Management Structure: Describe your management structure, highlighting key individuals on the team, their relevant experience, and their roles/responsibilities.

Financial Position

The objective of this section is to gain an understanding of the historical capital investments into the business and the future capital required to realize the impacts of commercializing this innovative solution.

Sources of Support You must complete and attach the mandatory “Source of Support Table” template found in Step Four. **Please note that Alberta Innovates may contact the customer(s) or party(s) you list for verification of information in the “Source of Support Table”, without further notice to the Applicant.**

Financial Statements. Attach the Applicant’s most current accountant prepared year-end financial statements. This must include: income statement, balance sheet, statement of cash flows, and statement of retained earnings. In addition, attach an up-to-date quarterly income statement, balance sheet, and cash flow statement if the date of this submission is more than 90 days after the Applicant’s year-end date.

Revenue Model

The objective of this section is to identify the framework and timeline by which the business will become profitable.

Value Proposition: Explain your unique selling feature to the customer.

Customers: Describe the products and/or services that will be sold and identify the customers and the method of sale. (i.e., direct, distribution, online, etc.).

Financial Forecast: Using the information you have provided on customers and market potential, attach a 5-year annual income statement forecast including all relevant assumptions. In addition, provide a 5-year business cash forecast, including details of all sources (e.g., investors, debt-financing, sales revenue, etc.) and uses.

Help Text: Please provide in excel format

STEP 4 – ATTACHMENTS

The following attachments are mandatory:

- Ownership Chart or table.
- Source of support table. (template provided with the online application)
- Applicant Financial Statements (Balance Sheet, Cash Flow Statement, Income Statement, and Statement of Retained Earnings)
- Applicant Financial Forecast (5-year financial forecast and 5-year cash forecast)

Optional Attachments: Attach any relevant supporting documentation/evidence not already requested to substantiate your innovation solution and business operations; examples include:

- Business Plan.
- Investment Pitch Deck. (A presentation used for the purpose of attracting investment.)
- Graphs or Images.
- White Papers (A non-peer reviewed publication that states a technical explanation of facts and logic to promote a product or technology)

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- Independent Market Assessments.
- Quantitative test results – bench scale or previous field trials.
- Letters of Reference/Support – E.g. Memorandum of Understanding (MOU), Letter of Intent (LOI).
- Partnerships, joint ventures, research collaborations
- Any revenue generated agreements such as, sales and/or distribution agreements

Part 3 Publication of Non-Confidential and Aggregate Information by Alberta Innovates.

Alberta Innovates considers the Application (Stage 2) as confidential and will not publish or aggregate any part of this Application

Consent and Declaration of Applicant

By submitting this Application, including any supporting documentation, I, in my capacity as the authorized representative of the Applicant, legally represent for and on behalf of the Applicant that:

- 1. the Applicant acknowledges, understands and agrees to the disclosure of non-confidential information and aggregate information as identified in Part 3, by Alberta Innovates in its sole discretion;**
- 2. the Applicant Representative is legally authorized to submit this Application for and on behalf of the Applicant and has the requisite power to legally bind the Applicant;**
- 3. the Applicant Representative has read and understands the Guide, which can be found at <https://fund.albertainnovates.ca/Fund/CommercializationServices/IndustryFundingFormsandGuidelines.aspx> ;**
- 4. the Applicant understands the Guide and the instructions and information provided at the beginning of this application;**
- 5. the Applicant meets all the eligibility requirements for an Investment under the Alberta Small Business and Innovation Research Initiative Program as set out in the Guide;**
- 6. all information contained in this Application including but not limited to the Project and supporting documentation, is true and accurate;**
- 7. the Applicant acknowledges that failure to provide true and accurate information in this Application will result in automatic rejection of the Application; and**
- 8. submission of this Application does not obligate Alberta Innovates to make an Investment in the Project and Alberta Innovates has sole and absolute discretion in making its Investment determination.**